

Chapin Board of Trustees Special Meeting

April 24, 2024

Minutes

The meeting was called to order by Village President Rex Brockhouse at 7:00pm. Roll Call: Trustee Leslie Forsman present, Trustee D. Luttrell present, Trustee K. Graham absent, Trustee A. Brockhouse present, Trustee Mary Rae Brockhouse present, Trustee Erin Morrow present. 5 Trustees present. Also present were Christina Courier – Village Clerk, Mark Lovekamp, Austin Hall, Gracie Holt, Kaitlin Moore, Edward Hardwick, Brittney Brockhouse, and Erica Smith.

1. Accept Mowing Employee's Resignation – Brenten Buchannon was able to work 6 hours and has decided not to continue with the position. A motion to accept the resignation of Brenton Buchannon as a Seasonal Mowing Employee was made by Trustee M. Brockhouse. A second was made by Trustee E. Morrow. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee M. Brockhouse yea, Trustee K. Graham absent, Trustee A. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

2. Discussion & Possible Action Regarding Summer Event – A list of discussion items was provided.

For Beer Sales Golden Eagle is Jacksonville has provided pricing for various brands of alcoholic drinks. Busch Light, Michelob Ultra, Bud/Bud Light, Natural Light, Nutrl, Carbliss. The Village would have to pay for everything up front and any full cases that are unopened will be reimbursed back to the Village. Discussion was had about what everyone's thoughts were on how much to get of each. Thoughts were to go ahead and get 20 cases of each.

A motion to purchase 20 cases each of Busch Light, Michelob Ultra, Bud/Bud Light, Natural Light, Nutrl, Carbliss from Golden Eagle IL was made by Trustee M.

Brockhouse. A second was made by Trustee D. Luttrell. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee M. Brockhouse yea, Trustee K. Graham absent, Trustee A. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

Brushville has sent over their performance contract with various stipulations. Trustees reviewed the contract and there are various points of concern, which VP R. Brockhouse noted could be discussed with them. Their price is \$3,500 for 3 hour performance from 7pm to 10pm. A motion to hire Brushville from 7-10pm for \$3,500 was made by Trustee E. Morrow. A second was made by Trustee M. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee M. Brockhouse yea, Trustee K. Graham absent, Trustee A. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

Gabe Carlock has an acoustic performance for \$150 per hour or a whole band for \$400 per hour that could perform as an opening act. Thoughts were to have the full band and have them from 4-6pm before Brushville starts at 7pm. There were concerns about that Brushville does need several hours before to setup so there would need to be something worked out of how to allow Gabe and band to perform while setup was being done for Brushville. A motion to hire Gabe Carlock's full band for \$400 per hour from 4-6pm was made by Trustee E. Morrow. A second was made by Trustee D. Luttrell. Roll Call:

Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee M. Brockhouse yea, Trustee K. Graham absent, Trustee A. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent. Quotes from Prime Dumpster Inc. for Porta Potty Rentals. Discussion about how many porta potties to have and where to potentially put them. Since the bathrooms in the Legion will also be open thoughts were to move forward with 4 porta potties. A motion to rent 4 porta potties from Prime Dumpster Inc was made by Trustee L. Forsman. A second was made by Trustee M. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee M. Brockhouse yea, Trustee K. Graham absent, Trustee A. Brockhouse yea. Motion Carried. 5 yea, 0 nay, 1 absent.

A list of sponsors was provided from other various events in the area. Discussion about what levels of sponsorship would be available and what would be done for those levels. There had been discussion about t-shirts and thoughts were if a \$50 sponsorship was made they would be included on the t-shirt, if they made a \$100 sponsorship they would be put up on a projection screen in a prime location. Discussion about a deadline to receive sponsorships and thoughts were to have a May 31st deadline so there was time to get t-shirts, banners or other things in place in enough time before the event.

A quote from Keyt Events was obtained for bounce houses. They have bounces houses available for rental for \$300 each. Various other documents were included about safety and liability release. The other option would be to purchase one and several options from online resources were provided. Concerns about purchasing one and not know if it would be used again. It was noted that American Rental also has bounce houses available for rental and to check with them to see what their pricing would be.

Several points were discussed about a Bags Tournament. The entry fee would be \$40 per team and the prize would be half of the total amount received in entry fees to be paid out to the 1st, 2nd and 3rd place winners. Age of entry was discussed and thoughts were to make the minimum to enter of age 16. The deadline to enter was discussed and thoughts were to make that August 21st but last minute entries would be allowed in. It was noted that Wendy had concerns with this due to lack of tracking of cash. This is expected to take place in the grassy area West of the Post Office building. Rules were provided but it made need clarification.

Trustee K. Graham entered the meeting at 7:53pm.

Gracie Holt has volunteered to do a Little Miss and Mister pageant. She has experience with several other area pageants and putting them on. Various points were discussed. There will be an entry fee of \$25 and the pageant will be from 1-2pm. A deadline to enter will be two weeks prior to the event. Age range will be from ages 5-8 years old. Gracie noted she will need to have a parents meeting a couple weeks before and a practice a couple of days before. She noted that she can get a sash, trophy and crowns for fairly cheap at maybe around \$45 for all three items. The entrants will need to be within the Triopia District.

Thoughts were to potentially have a Talent Show. Trustee K. Graham noted she could spearhead this. Various points were discussed. Thoughts were this could take place after the Little Miss and Mister from 2-3:30pm, with ending time being flexible depending on the number of entries. An entry fee of \$25 and a deadline to enter would be August 21st

with age ranges being teen and adult. Prizes would be 1st place of \$175, 2nd place of \$150 and third place of \$100.

Vendor spaces would be made available. Discussion about what sizes to offer and how many would have electrical hookup as it is believed there would only be a few of those available. These spots will be on a first come first serve basis. Various points were discussed. Thoughts were to have a 10'x15' space available for \$50 per spot and electrical hookup would be an additional \$25. The deadline to book space(s) will be August 1st so there is time to lay out spacing and locations. The space will be available the day before to allow time to start setting up. If anyone had any ideas of people/companies that would want to be a vendor to please let them know. Some of the other local events may have a list of vendors that were at those events and maybe we could get those. It was also noted that maybe Home Depot could come and do a workshop like they have done at other Village events. Thoughts were to have this and a number of kits would be sent at a later date.

Discussion about what food would be served from the Legion. Thoughts were to do hamburgers, hotdogs, potato salad or other sides, lemonade, water and tea. A letter requesting dessert donations from the community could be sent out. There would need to be a schedule of who would be serving, cleaning, etc. Thoughts were it might be good to ask the sports teams to volunteer time slots. Food will be served until out. Thoughts were to do 50lbs of hamburgers, 200 hotdogs, 60lbs of potato salad.

In previous years Triopia had a dunk tank but didn't know if it was still around. Will need to do some checking around to see if it was or not.

Kids games was thought about and there are some teens in the area that are interested in putting this on but didn't know to what extent.

A 50/50 raffle would be put on and tickets would be available at various stations at the event. There was thought of doing a raffle but thoughts were this might be too much for this year.

For tickets there would be different color tickets for beer versus for raffle or kids activities.

Discussion about other potential signage but didn't know what to do with this yet as there would be sponsors put on some of it. Also about where to go for t-shirts and potential color. Thoughts were to make the color fairly bright and "summery."

WJVO has been contacted about potentially being the announcer/MC for the event but have not heard back as of yet.

It was noted that there will be a need for generators so if anyone has one to be used, it would be appreciated.

A motion to adjourn the meeting at 9:15pm was made by Trustee E. Morrow. A second was made by Trustee A. Brockhouse. Roll Call: All in favor. 6 yea, 0 nay.

Respectfully submitted,

Christina Courier
Village Clerk